



JOB POSTING
UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

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|-------------------------|---------------------------------------|----------------------|---------------------------------|
| POSTING NUMBER: | HR-0053 | ISSUE DATE: | July 28, 2016 |
| TITLE: | Program Specialist 2 | CLOSING DATE: | August 2, 2016 |
| DIVISION / UNIT: | Sandy Recovery Division | SALARY RANGE: | P21: \$51, 529.95 - \$72,953.46 |
| LOCATION: | 101 South Broad Street Trenton, NJ | | |
| POSITIONS: | 1 | DISTRIBUTION: | Department |

DESCRIPTION OF MAJOR DUTIES: Under direction of supervisory official, performs complex and sensitive administrative, analytical and professional work to promote the planning, operation, implementation, monitoring and evaluation of Community Development Block Grant Disaster Recovery (CDBG-DR) programs and related services administered by DCA. Participates in the development and implementation of department/agency initiatives related to CDBG-DR funding. Reviews proposed draft regulatory changes for programmatic impact; drafts and provides recommendations regarding the development and revision of department policies based on changes to State and Federal laws and regulations. Translates program policies into standard operating procedures for direct implementation and drafts communication messaging for responding to applicant's questions on policy issues. Serve as a program liaison between various internal and external stakeholders within DCA Sandy Recovery, maintains on-going coordination among program divisions to ensure effective policy implementation. Conducts and/or supervises research, including the collection and analysis of data, necessary to assess and enhance the operational efficiency of disaster recovery programs and division operations; conduct periodic evaluations of programs, and provide recommendations for improvement.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE : A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE : Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0053
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer